

# Employee Post-Travel Disclosure of Travel Expenses

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

Date/Time Stamp:  
RECEIVED  
SECRETARY OF THE SENATE  
PUBLIC RECORDS  
2019 OCT 29 AM 11:21

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**  
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): CTIA

Travel date(s): October 21-23

Name of accompanying family member (if any): n/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate	\$325-\$700 for flight	\$712 + taxes	\$132	\$1800 Conference Pass
<input type="checkbox"/> Actual Amount	\$115 taxis			

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Tour the Ericsson booth where I was able to see demonstrations of small cells. Tour the Samsung booth where we saw new 5G technologies and the implementation of the technologies.

Attended several keynote speaking events featuring Chairman Pai, CTIA President Meredith Baker, and Mats Granyrd. I spoke on a Congressional panel to provide an update on the activities within the Subcommittee on Communications, Technology, Innovation, and the Internet.

10/28/2019  
(Date)

Alex Sachter  
(Printed name of traveler)

[Signature]  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10/29/19  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

**EMPLOYEE PRE-TRAVEL AUTHORIZATION**

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at [ethics.senate.gov](http://ethics.senate.gov). Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Alex J. Sachtjen

Name of Traveler: \_\_\_\_\_

Employing Office/Committee: Senate Committee on Commerce, Science, and TransportationPrivate Sponsor(s) (list all): CTIATravel date(s): October 21-23, 2019*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*Destination(s): Los Angeles, CA

Explain how this trip is specifically connected to the traveler's official or representational duties:

Mobile World Congress brings together wireless carriers and network providers to give congressional staff an update on new innovations and policy matters the industry faces. As the primary staffer for Senator John Thune in his capacity as Chairman of the Commerce Committee's Subcommittee on Communications, Technology, Innovation, and the Internet, this trip is directly tied to the issues I work on each day and the hearings I prepare for Senator John Thune.

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

9-20-2019  
 (Date)

  
 (Signature of Employee)

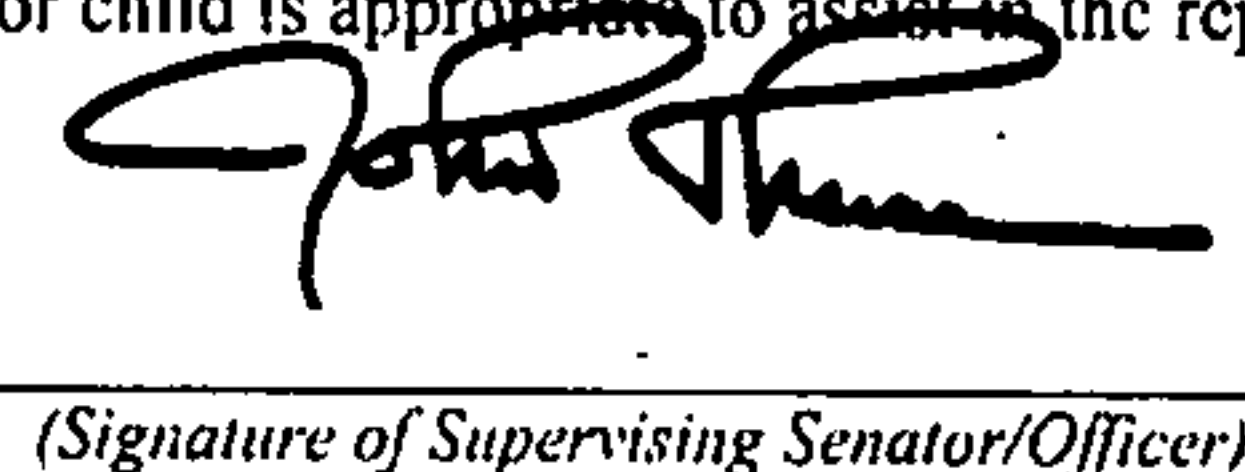
TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator John Thune hereby authorize Alex J. Sachtjen  
 (Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

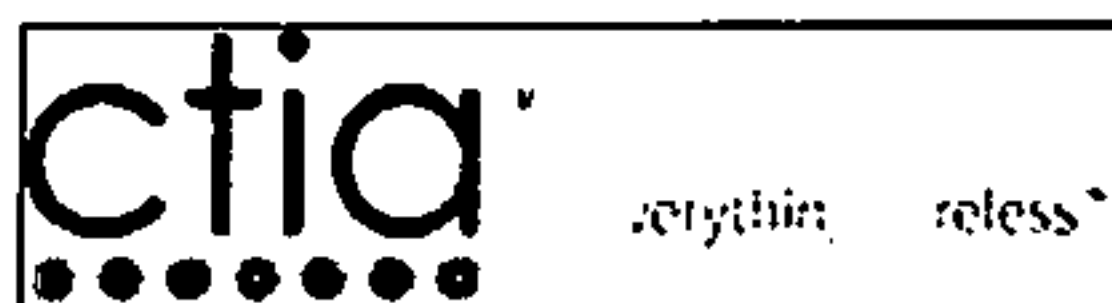
09/20/2019  
 (Date)

  
 (Signature of Supervising Senator/Officer)

**Sachtjen, Alex (Thune)**

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**From:** CTIA <CSellers@ctia.org>  
**Sent:** Tuesday, July 30, 2019 3:08 PM  
**To:** Sachtjen, Alex (Thune)  
**Subject:** JOIN CTIA IN LOS ANGELES



**OCTOBER 22, 2019**

## **CONGRESSIONAL GUEST PROGRAM**

Dear Alex,

Please join CTIA at Mobile World Congress Los Angeles on Oct.22, 2019 at the Los Angeles Convention Center.

At Mobile World Congress Los Angeles, the largest mobile ecosystem in North America representing the fastest-growing, most vibrant segments of the telecom industry will be assembled: wireless broadband, fixed-mobile convergence and mobile applications, and so much more. Mobile World Congress Los Angeles brings together a traditional wireless audience of network providers, carriers and manufacturers, plus other industries being transformed by wireless technology—healthcare, government, education, automotive and entertainment, to name a few.

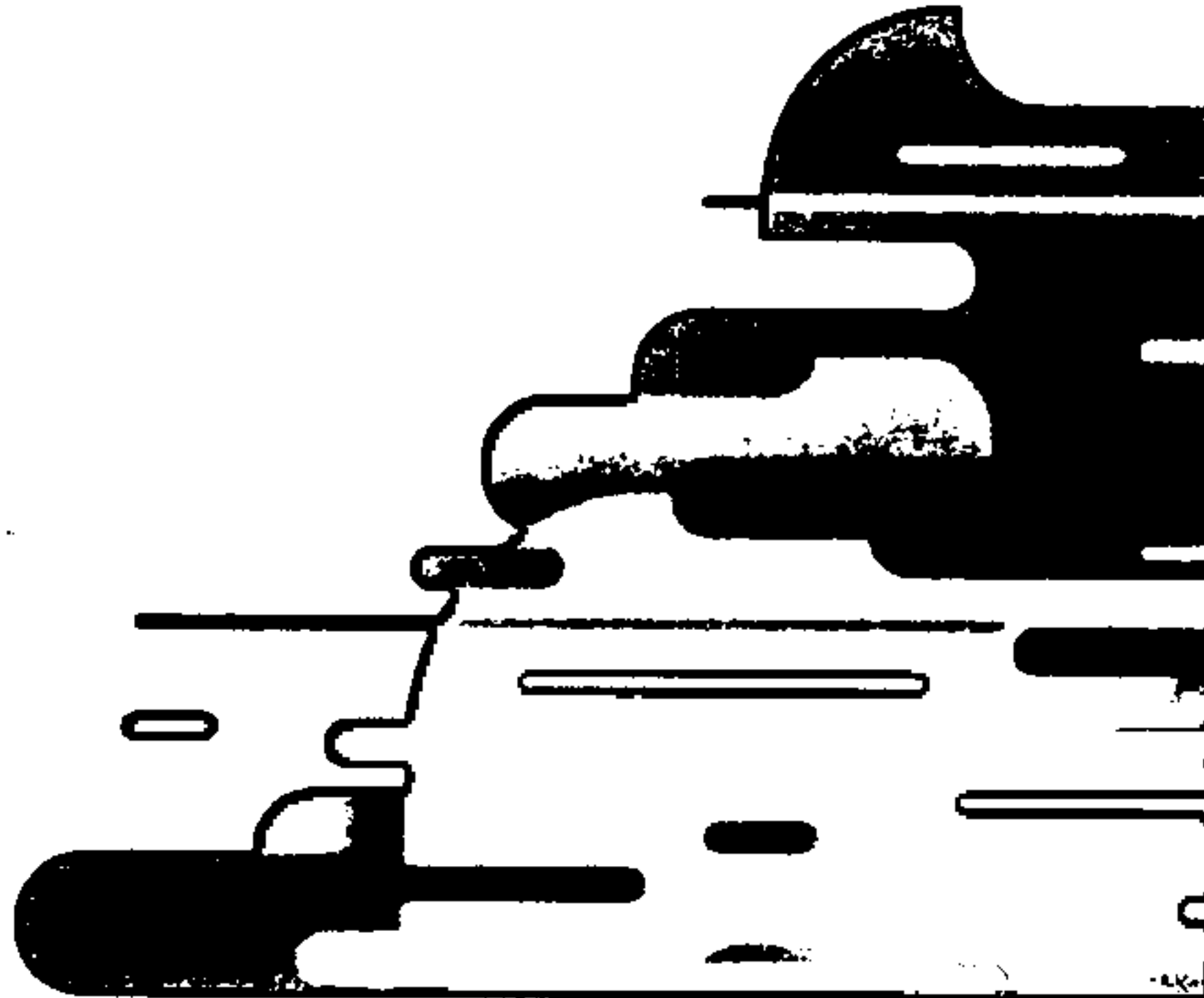
We invite you to join us on **October 22, 2019**, to take advantage of a full day to learn more about the mobile industry. The Mobile World Congress Los Angeles VIP Pass includes admission to keynote sessions featuring powerful business and technology executives, conference sessions with industry thought leaders, and the exhibit floor and guided tour.

Please confirm your interest to attend Mobile World Congress Los Angeles with CTIA Communications Coordinator Chelsea Sellers at [CSellers@ctia.org](mailto:CSellers@ctia.org) and we will send you the necessary documents for your submission to the Ethics Committee. Chelsea will also work with you to arrange your travel and participation.

Thank you for your consideration, and I look forward to having you join us in Los Angeles for Mobile World Congress.

Nick Ludlum

**SVP & Chief Communications Officer CTIA**



If you are no longer interested, you can unsubscribe now.



## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): CTIA
2. Description of the trip: Mobile World Congress Los Angeles 2019 trade show and conference is the largest wireless event in America and represents the fastest-growing segments in telecommunications.
3. Dates of travel: October 21-23, 2019
4. Place of travel: Los Angeles, CA
5. Name and title of Senate invitees: Please see attached list.
6. I *certify* that the trip fits one of the following categories:  
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.  

**OR**

  
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.  

**AND**

  
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:  
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.  

**AND**

  
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

**9. USE ONLY IF YOU CHECKED QUESTION 6(B)**

**I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:**

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

**- OR -**

- ☒ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

**10. USE ONLY IF YOU CHECKED QUESTION 9(B)**

**If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:**

**Given the event location/distance, agenda, and flight availability, two nights stay practically required.**

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

**CTIA is sole sponsor of the trip.**

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CTIA is a nonprofit membership organization representing the wireless industry. The association operates

**the Mobile World Congress Los Angeles convention to bring together all industries advanced by wireless**

**technology for intense business, learning, and networking.**

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

CTIA has invited members of Congress and staff to previous conventions.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

**CTIA organizes educational programming at its conventions.**

**16. Total Expenses for Each Participant:**

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate  <input type="checkbox"/> Actual Amounts	\$325-700 per flight availability  \$115 Taxis	\$712 + taxes	\$132	\$1800 Conference Pass

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

a) The trip involves an event that is arranged or organized without the regard to congressional participation.

18. Reason for selecting the location of the event or trip

Los Angeles, CA is the site of Mobile World Congress Los Angeles.

19. Name and location of hotel or other lodging facility:

**JW Marriott, Los Angeles, CA**

20. Reason(s) for selecting hotel or other lodging facility:

The JW Marriott is walking distance (2 blocks) to the Los Angeles Convention Center, the venue for the convention.





21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The JW Marriott (\$356) is more expensive than the GSA per diem (\$180) during this week due to the high demand during the convention. We arranged the hotel at a group rate for all the conference attendees. We needed the hotel to have a certain amount of rooms available for our room block and the J.W. Marriott was the best match. Attendees get the same rooms and rates.

Meals and other expenses fall within the maximum aggregate per diem limit for official Federal Government travel for a trip of this length (1 full day, 2 partial days of travel).



**MWC19™**  
**Los Angeles**



**October 22, 2019**

## Congressional Guest Program

CTIA looks forward to welcoming Congressional guests to Mobile World Congress Los Angeles! Please refer to the agenda and details below to make the most of your visit.

### CTIA CONTACT

**Nathan Riska**

Government Affairs Executive Assistant

Direct: 202.736.3658

Wireless: 202.746-8994

[nrisk@ctia.org](mailto:nrisk@ctia.org)

### SHOW LOCATION

**Los Angeles Convention Center**  
1201 S. Figueroa Street  
Los Angeles, CA 90015

For the latest information on exhibits, keynote speakers, conference sessions and more, visit the [MWC website](http://MWC website).

### HOTEL INFORMATION

**JW Marriott Los Angeles LA LIVE**  
900 West Olympic Blvd.  
Los Angeles, CA 90015

A hotel reservation will be made on your behalf. Room and tax charges will be charged to CTIA. Guests are responsible for any in-room charges and incidentals.

### FLIGHTS & TRANSPORTATION

Nathan Riska will contact you to confirm flight options and availability. Flights will depart from Washington, DC and arrive at LAX on Monday, October 21. Return flights will depart from LAX and arrive in Washington, DC on Wednesday, October 23.

Please use a taxi/Uber/Lyft when traveling between LAX and JW Marriott Los Angeles LA LIVE. Please keep your receipts and we will reimburse the cost for transportation.

### ATTIRE

Show attendees typically dress in business-casual attire. Please take care to wear comfortable shoes!

**Congressional guests will receive a VIP pass to Mobile World Congress Los Angeles, which includes access to Keynote Sessions and Conference Programs, Exhibit Tours, and VIP Networking Lounges. Passes, lanyards, and pocket guides will be provided at breakfast on Tuesday, October 22.**

### Monday, October 21: Arrival Day

After 4PM JW Marriott	Hotel Check-In
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7:45am - 9:00am	Breakfast at Glance Restaurant
JW Marriott Lobby	

**Sprint**  
Sprint is a communications services company that creates more and better ways to connect its customers to the things they care about most. Sprint is widely recognized for developing, engineering and deploying innovative technologies. Sprint's exhibit will be co-branded with a number of partnering companies with a focus on 5G, IoT, robotics and consumer entertainment.

**Opening Keynote**

The keynote speakers represent a wide range of organizations across the technology and telecommunications industries, including:

- Meredith Atwell Baker, President and CEO, CTIA
- Ajit Pai, Chairman, United States Federal Communications Commission (FCC)
- Mats Granryd, Director General, GSMA
- Stéphane Richard, Chairman and CEO, Orange Group and Chairman, GSMA
- Kenneth R. Meyers, President and CEO, US Cellular
- Robert Bakish, President and CEO, Viacom

**T-Mobile Booth Tour**

T-Mobile is a leader in 4G LTE service by building one of America's fastest LTE networks and more than doubling its LTE coverage since 2015. This growth is expected to carryover as it looks to become a leader in 5G deployment. At MWC Los Angeles, T-Mobile's exhibit space will include the T-Mobile Tech Truck and demos on the future of wireless. This space will showcase 5G, drones, smart city technology and robots to name a few.

10:50am – 11:10am South Hall S. 1724	<b>Ericsson Booth Tour</b> Ericsson is one of the world's leading providers of communications technology and services. In the Networked Society, success for operators depends on a flexible and efficient infrastructure and operations that enable millions of use cases that are made possible through 5G, IoT and Cloud computing. Ericsson's offering comprises services, software and infrastructure within Information and Communications Technology for telecom operators and other industries. Ericsson's booth will demonstrate how operators who leverage 5G, IoT and Cloud can strengthen services for different users across devices and ecosystems.
11:10am – 11:30am South Hall S. 1228	<b>Samsung Electronics Americas Booth Tour</b> For over 70 years, Samsung has been dedicated to making a better world through diverse businesses that today span across advanced technology such as, semiconductors, skyscraper and plant construction, petrochemicals, fashion, medicine, finance, hotels, and more. Its flagship company, Samsung Electronics, leads the global market in high-tech electronics manufacturing and digital media.
11:30am – 11:50am South Hall S. 1202	<b>Verizon Booth Tour</b> Verizon combines great networks with superior devices and communications solutions that make life better for people, businesses and communities. Verizon's innovative technology empowers customers, creates value and transforms society for the better. Its exhibit will display their "Build the Future" with Verizon 5G, while highlighting network evolution and allowing visitors to see demos on various new products and technologies.
12:00pm – 1:00pm Petree Plaza	<b>Lunch</b> TBD
1:00 pm – 1:45pm Concourse Hall Theater 411	<b>Legislative Policy Initiatives: Congressional Agenda</b> The U.S. Congress plays a vital role in many of today's key wireless issues, including infrastructure siting and spectrum. In this wide-ranging discussion, senior Congressional staff from the U.S. Senate and House will discuss important legislative efforts that will impact the wireless industry.
1:45pm – 2:05pm Concourse Hall Theater 411	<b>Keynote Remarks Featuring FCC Commissioner Brendan Carr</b>



**2:05pm – 2:50pm**  
Concourse Hall  
Theater 411

## The Year of 5G: A Spectrum Policy Update

While policymakers and the wireless industry have been working for years to enact policies and make investments to allow the U.S. to lead the worldwide race to next-generation connectivity, 2019 has truly been the year of 5G—with services and technologies now launching in communities across the country. This panel will explore the spectrum policies that have been adopted to support 5G deployment, including policymakers' efforts to identify high-, mid-, and low-band spectrum needed to ensure the economic and social benefits of wireless can be seen across the nation.

**2:55pm - 3:10pm**  
Concourse Hall  
Theater 411

## Keynote Remarks Featuring CISA Director Christopher Krebs

**3:15pm – 3:55pm**  
Concourse Hall  
Theater 411

## Securing the Emerging 5G Networks

The wireless industry has a long track record of innovating in ways to protect networks from cyber threats, and 5G will be the most secure network to date. In this wide-ranging discussion, key stakeholders from government and industry will discuss the most important issues around the security of 5G networks and the many security enhancements that 5G will offer.

**4:00pm – 4:15pm**  
Concourse Hall  
Theater 411

### Keynote Remarks

TBD

**4:15pm – 5:00pm**  
Concourse Hall  
Theater 411

## 5G 20/20: Market Drivers across the U.S.

The U.S. is speeding towards a 5G future as companies take steps to deploy new networks and deliver services that enhance existing capabilities and create new opportunities. While companies are moving fast to lead the world, ensuring that all Americans have the chance to harness 5G's capabilities remains a national priority. This panel brings together thought leaders across the wireless industry to discuss an evolving wireless market with an eye towards how the 2020 election season will impact the future regulatory environment.

**5:30pm – 6:00pm**

### Uber/Lyft/Taxi to Dinner

**6:30pm**  
**606 N. Robertson Blvd.**  
**West Hollywood**

## Dinner at SUR

### Wednesday, October 23: Departure Day

**Before 12pm**

### Departure from hotel to LAX

**Uber/Lyft/Taxi will take between 35-65 minutes.**

## Congressional Guest Program

Jon Adame  
 General Counsel  
 Office of Senator Marsha Blackburn

Kara Ahern  
 Chief of Staff  
 Office of Representative Liz Cheney

Collin Anderson  
 Fellow  
 Office of Senator Richard Blumenthal

Erica Andeweg  
 Legislative Assistant  
 Office of Senator Deb Fischer

Geoff Antell  
 Policy Director  
 Office of Senator John Thune

Dan Ball  
 FCC Detailee  
 Senate Committee on Commerce,  
 Science, & Transportation

Didier Barjon  
 Legislative Assistant  
 Office of Senator Gary Peters

Christianna Barnhart  
 Senior Counsel  
 Office of Senator Brian Schatz

Genny Beltron  
 Legislative Assistant  
 Office of Senator Jon Tester

Jan Beukelman  
 Legislative Director  
 Office of Senator Tom Carper

Jared Bomberg  
 Counsel  
 Senate Committee on Commerce,  
 Science, & Transportation

Shawn Bone  
 Communications Counsel  
 Senate Committee on Commerce,  
 Science, & Transportation

John Bonsell  
 Staff Director  
 Senate Armed Services Committee

John Branscome  
 Staff Director  
 Senate Committee on Commerce,  
 Science, & Transportation

Katelyn Bunning  
 Legislative Director  
 Office of Senator Mitch McConnell

Dan Burgess  
 Legislative Director  
 Office of Senator Roy Blunt

Bennett Butler  
 Legislative Assistant  
 Office of Senator Ed Markey

Keith Castaldo  
 General Counsel  
 Office of Senator Kirsten Gillibrand

Dan Cheever  
 Legislative Assistant  
 Office of Senator Todd Young

Dara Cohen  
 Chief of Staff  
 Office of Senator Jacky Rosen

Ryan Colvert  
 Defense Policy Senior Advisor  
 Office of Senator Timothy Kaine

Mark Copeland  
 Policy Adviser  
 Office of Senator Tammy Duckworth

Aaron Cummings  
 Chief of Staff  
 Office of Senator Chuck Grassley

Kevin Cummins  
 Professional Staff Member  
 Senate Committee on Commerce,  
 Science, & Transportation

Brendan Daily  
 Legislative Assistant  
 Office of Senator Shelley Moore Capito

Alexandrine De Bianchi  
 Legislative Assistant  
 Office of Senator Jacky Rosen

Jed D'Ercole  
 Senior Policy Adviser  
 Office of Senator Mazie Hirono

Kayla Dolan  
 Policy Adviser  
 Office of Senator Bill Cassidy

John Drzewicki  
 Policy Director  
 Office of Representative Liz Cheney

Eric Einhorn  
 Senior Counsel for Technology and  
 Communications Policy  
 Office of Senator Brian Schatz

## Congressional Guest Program

Samantha Elleson  
 Legislative Assistant  
 Office of Senator Roger Wicker

Robyn Engibous  
 Deputy Chief of Staff  
 Office of Senator Dan Sullivan

Jonathan Epstein  
 Staff Lead, Democratic  
 Senate Armed Services Committee

Michael Essington  
 General Counsel  
 Office of Senator Todd Young

John Eunice  
 Legislative Director/General Counsel  
 Office of Senator David Perdue

Kaitlin Fahey  
 Chief of Staff  
 Office of Senator Tammy Duckworth

Michael Farr  
 Legislative Assistant  
 Office of Senator Joni Ernst

Sean Farrell  
 Legislative Director  
 Office of Senator Marsha Blackburn

Eric Feldman  
 Chief of Staff  
 Office of Senator Gary Peters

Victoria Flood  
 Legislative Assistant  
 Office of Senator Shelley Moore Capito

Mike Flynn  
 Senior Counsel  
 Senate Committee on Homeland  
 Security

Meagan Foster  
 Senior Policy Adviser  
 Office of Senator Tom Udall

Seth Gainer  
 Legislative Assistant  
 Office of Senator Joseph Manchin

Lisa Goeas  
 Chief of Staff  
 Office of Senator Joni Ernst

Daniel Greene  
 Legislative Assistant  
 Office of Senator Ed Markey

Adam Hechavarria  
 Legislative Director  
 Office of Senator Todd Young

Tracy Henke  
 Policy Director  
 Office of Senator Roy Blunt

Kyle Hill  
 Legislative Assistant  
 Office of Senator Rick Scott

Dan Hillenbrand  
 Policy Adviser  
 Office of Senator James Inhofe

Kevin Holmes  
 Federal Communications Commission  
 Detailee  
 Senate Committee on Commerce,  
 Science, & Transportation  
 Lindsay Jensen  
 Legislative Assistant  
 Office of Senator Dan Sullivan

Scott Hughes  
 Legislative Director  
 Office of Representative Liz Cheney

Erin Jarnagin  
 Legislative Assistant  
 Office of Senator John Barrasso

April Jones  
 Legislative Assistant  
 Office of Senator Amy Klobuchar

Narda Jones  
 Senior Counsel  
 Office of Senator Maria Cantwell

Wayne Jones  
 National Security Policy Adviser  
 Office of Senator Robert Portman

Josh Jorgensen  
 Senior Legislative Correspondent  
 Office of Senator Michael Rounds

Meg Joseph  
 Chief of Staff  
 Office of Senator Kyrsten Sinema

Eric Kashdan  
 Legislative Aide  
 Office of Senator Ed Markey

John Keast  
 Staff Director  
 Senate Committee on Commerce,  
 Science, & Transportation

## Congressional Guest Program

Joel Kelsey  
Chief of Staff  
Office of Senator Richard Blumenthal

Dan Kunsman  
Chief of Staff  
Office of Senator John Barrasso

Sherry Kuntz  
Legislative Assistant  
Office of Senator Chuck Grassley

Jennifer Kuskowski  
Policy Adviser  
Office of Senator Mitch McConnell

Adam Lachman  
Innovation and Economic  
Development Director  
Office of Senator Angus King

Rita Lari  
Chief Counsel  
Office of Senator Chuck Grassley

Ryan Leavitt  
Legislative Director  
Office of Senator Josh Hawley

Chris Leuchten  
Counsel/Policy Adviser  
Office of Senator Kyrsten Sinema

Andy Lock  
Legislative Assistant  
Office of Senator Roy Blunt

Collin Lomagistro  
Senior Policy Adviser  
Office of Senator Rick Scott

Sam Love  
Legislative Assistant  
Office of Senator Cory Gardner

Travis Lumpkin  
Chief of Staff  
Office of Senator Maria Cantwell

Jesse Mahan  
Legislative Assistant  
Office of Senator James Lankford

Nick Malatesta  
Legislative Correspondent  
Office of Senator Maggie Hassan

Rafi Martina  
Senior Policy Adviser  
Office of Senator Mark Warner

Phil Maxson  
Chief of Staff  
Office of Senator Mitch McConnell

Jessica McBride  
Legislative Director  
Office of Senator John Thune

Stacy McBride  
Chief of Staff  
Office of Senator Roy Blunt

Kirk McConnell  
Subcommittee Lead/Professional Staff  
Member  
Senate Armed Services Committee

Conor McGrath  
Legislative Assistant  
Office of Senator Jerry Moran

Sean McLean  
Legislative Director  
Office of Senator Ted Cruz

Jena McNeill  
Legislative Director  
Office of Senator Joni Ernst

Ben Merkel  
Legislative Assistant  
Office of Senator Patty Murray

Brian Moulton  
Senior Counsel  
Office of Senator Tammy Baldwin

Sam Mulopulos  
Legislative Assistant  
Office of Senator Rob Portman

Bill Murat  
Chief of Staff  
Office of Senator Tammy Baldwin

Amanda Neely  
General Counsel  
Office of Senator Robert Portman

Ryan Nelson  
Chief of Staff  
Office of Senator John Thune

Phil Olaya  
Legislative Counsel  
Office of Senator Timothy Kaine

Bianca Ortiz-Wertheim  
Chief of Staff  
Office of Senator Tom Udall



## Congressional Guest Program

**Brendan Parets**  
**Chief Counsel**  
**Office of Senator Martha McSally**

**Nathan Paxton**  
**Legislative Assistant**  
**Office of Senator Angus King**

**Sydney Pettit**  
**Legislative Assistant**  
**Office of Senator Shelley Moore Capito**

**Brendan Plack**  
**Chief of Staff**  
**Office of Senator John Thune**

Amy Poe  
Staff Director  
Office of Senator Roy Blunt

**Beatrice Pollard**  
Legislative Assistant  
Office of Senator Chuck Schumer

Duncan Rankin  
Legislative Assistant  
Office of Senator Ted Cruz

**Anant Raut**  
**Counsel**  
**Senate Committee on the Judiciary**

**Stacy Rice**  
Leadership Staff Director  
Office of Senator Patty Murray

James Rice  
Legislative Director  
Office of Senator Chuck Grassley

**Vu Ritchie**  
**Counsel**  
**Office of Senator Thomas Cotton**

Nick Rossi  
Chief Counsel  
Office of Senator John Thune

**Dominic Saavedra**  
**Legislative Assistant**  
**Office of Senator Martin Heinrich**

**Alex Sachtjen**  
Legislative Aide  
Senate Committee on Commerce,  
Science, & Transportation

**Scarlet Samp**  
Liaison to Legislative Directors  
Office of Senator John Thune

**Laura Schiller**  
**Staff Director**  
**Office of Senator Amy Klobuchar**

**Jackie Schutz Zeckman**  
**Chief of Staff**  
**Office of Senator Rick Scott**

Laura Sherrod  
Legislative Aide  
Office of Senator Doug Jones

**Sharon Soderstrom**  
**Chief of Staff**  
**Office of Senator Mitch McConnell**

Caitlyn Stephenson  
Deputy Chief of Staff  
Office of Senator Gary Peters

**Bryn Stewart**  
Legislative Director  
Office of Senator John Barrasso

**David Strickland**  
Democratic Staff Director  
Senate Committee on Commerce,  
Science, & Transportation

**Mimi Strobel**  
Legislative Assistant  
Office of Senator Ron Johnson

Erica Suares  
Policy Adviser  
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**Katie Sutton**  
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**Paul Tencher**  
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**Office of Senator Ed Markey**

**Jack Thorlin**  
**Policy Counsel**  
**Office of Senator Roy Blunt**

**Adam Tomlinson**  
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**Olivia Trusty**  
Professional Staff Member  
Senate Committee on Commerce,  
Science, & Transportation



**October 21-23, 2019 | Los Angeles Convention Center | Los Angeles, CA**

## Congressional Guest Program

**Crystal Tully**  
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**Office of Senator Joe Manchin**

**Jason Van Beek**  
**General Counsel**  
**Office of Senator John Thune**

Drew Wallace  
Legislative Director  
Office of Senator Tom Udall

**Adam Webb**  
**Press Secretary**  
**Office of Senator Thomas Tillis**

**Dave Weinberg**  
Staff Director, Democratic  
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Adam Wek  
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Joel Wellum  
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Office of Senator Mike Lee

Joey Wender  
Senior Policy Adviser  
Office of Senator Ed Markey

**Anna Yu**  
**Senior Policy Adviser**  
**Office of Senator Richard Blumenthal**



# United States Senate

## SELECT COMMITTEE ON ETHICS

### Employee Privately-Sponsored Travel Checklist

Employees must submit their completed Pre-Travel Authorization Package to the Select Committee on Ethics (the Committee) **at least 30 days** prior to the travel departure date. Incomplete Pre-Travel Authorization Packages and Packages submitted later than 30 days prior to the travel departure date will not be considered or approved. All of the forms and materials listed below are available as fillable PDFs on the Committee's website at <http://www.ethics.senate.gov>.

#### Pre-Travel Authorization

##### Prior to Submitting a Pre-Travel Authorization Package to the Committee

- ☐ Review Senate Rules and the Committee's Privately-Sponsored Travel Guidelines on the Committee's website.
  - ☐ Ensure your supervising Senator or Officer (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain) has determined the expenses for the trip are necessary and reasonable.
  - ☐ Ensure your supervising Senator or Officer has certified the proposed travel is connected to your official duties and will not create any appearance of a public office being used for private gain.

##### At Least 30 Days Prior to Travel: Submit Completed Pre-Travel Authorization Package *File with the Select Committee on Ethics in SH-220*

- ☐ Complete Employee Pre-Travel Authorization Form (Form RE-1)
  - ☐ Ensure this form is typed and that all of the fields are completed.
  - ☐ Ensure your supervising Senator or Officer has signed this form.
  - ☐ Personally sign this form.
- ☐ Ensure Pre-Travel Authorization Package is complete. A complete Package includes:
  - ☐ Form RE-1
  - ☐ Private sponsor invitation (the formal invitation, letter or e-mail you received from the private sponsor).
  - ☐ Completed and signed Private Sponsor Travel Certification Form (4 page form that includes detailed information about the trip).
  - ☐ All attachments to the Private Sponsor Travel Certification Form
    - ☐ Complete and final itinerary
    - ☐ List of Senate invitees
    - ☐ Any other necessary attachments
- ☐ Retain a copy of your complete Pre-Travel Authorization Package for inclusion in your required post-travel disclosure.



# United States Senate

## SELECT COMMITTEE ON ETHICS

October 15, 2019

Alex T. Sachtjen  
Committee on Commerce, Science, and Transportation  
United States Senate  
Washington, DC 20510

Dear Mr. Sachtjen:

This responds to your recent correspondence concerning an invitation you received to travel to the *Congressional Guest Program at Mobile World Congress*, in Los Angeles, California, on October 21–23, 2019, sponsored by CTIA. CTIA certified to the Select Committee on Ethics (the Committee) that it will pay the *necessary expenses*<sup>1</sup> related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. However, CTIA has certified that it is a private entity that retains or employs a registered lobbyist and that no registered lobbyist or agent of a foreign principal will accompany you on *any segment of your trip*.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the **actual** travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this one-day (exclusive of travel time and two overnight stays) trip **may be accepted** under relevant Senate Rules and the Committee's *Regulations and Guidelines for Privately-Sponsored Travel*, so long as at the time of the payment or reimbursement, CTIA is neither a registered lobbyist or lobbying firm under the Lobbying Disclosure Act of 1995, or an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately-Sponsored Travel**.

<sup>1</sup> The term "necessary expenses" has a specific definition. See *Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel – Glossary of Terms* at 8.

<sup>2</sup> The term "any segment of your trip" has a specific definition. See *id.* at 3.



I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Deborah Sue Mayzer

**Enclosure:      Travel Checklist**

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